

## RESIDENTIAL BUILDING SUPERVISOR CERTIFICATE OF QUALIFICATION REQUIREMENTS

CITY OF KANSAS CITY, MISSOURI  
CITY PLANNING & DEVELOPMENT  
DEVELOPMENT SERVICES  
414 EAST 12<sup>th</sup> STREET, 5<sup>th</sup> FLOOR  
KANSAS CITY, MISSOURI 64106  
(816) 513-1500 X 6

### A. LICENSE & CERTIFICATE OF QUALIFICATION DEFINED

A license is authority granted to the person, firm, partnership, company, corporation, association, agency, or other entity to whom it is issued to engage in the business of contracting to perform certain work. A license is not transferable (Section 18-326, Code of Ordinances).

A certificate of qualification is authority granted to an individual to perform certain skilled tradeswork and is not transferable (Section 18-336, Code of Ordinances).

A contractor license is required for an individual or business to perform regulated work and is distinct from the supervisor's certificate of qualification. As such, a contractor license must be applied for and procured separately from the supervisor's certificate.

### B. LICENSE & CERTIFICATE CLASSIFICATION

A licensed residential building contractor shall be authorized to do the following:

Residential building contractor. Constructing, structurally altering or enlarging any one- or two-family detached dwelling or townhouse including detached accessory buildings in excess of 400 square feet in area thereto as regulated by article III of this chapter. All such work shall be performed by a licensed residential building contractor and shall be performed by or under the supervision of that licensed residential building contractor's qualified supervisor or by building trades subcontractor(s), not otherwise required to be licensed under article XII, chapter 18, Kansas City building and Rehabilitation Code of Ordinances, to the licensed residential building contractor holding a valid building permit and under the supervision of that licensed residential building contractor's qualified supervisor.

All work performed by or under the supervision of the holder of a residential building supervisor certificate of qualification.

### C. REQUIREMENTS FOR THE CERTIFICATE

A certificate application must include a completed application form a \$53.00 nonrefundable application fee, and either proof of passage of an acceptable substitute exam described below or a request for an exam registration form for an examination to be given for the City of Kansas City, Missouri, by Prometric or International Code Council (ICC). Checks are to be made payable to City Treasurer/CPD-DS and are to be submitted, along with the application and required supporting documentation, to the address shown above.

In order to be considered for certification, the applicant shall earn a score of 70% or higher on one of the two recognized exams administered for Kansas City, Missouri: the residential construction (10342) examination administered by Prometric or the standard residential building contractor (C) administered by ICC.

EXCEPTION: The Kansas City, Missouri, examination may be waived if the applicant has a passing score of 70% or higher on a standard Prometric or ICC examination or other department-approved national testing agency examination comparable in content to the examination currently given for the City of Kansas City, Missouri. The applicant must provide verifiable documentation of the examination which is acceptable to the Building Official. Please note that, if 70% is not considered a passing score on the

particular version of the exam the applicant has taken, it shall not be considered a passing score for the purpose of certification by the City of Kansas City, Missouri.

D. APPLICATION REVIEW

The application will be reviewed for compliance with the minimum qualifications outlined on the preceding page; and applicants will be notified of any deficiencies. **All certification requirements must be deemed satisfied before a certificate can be issued.**

E. EXAMINATION SCHEDULING

When the application has been accepted by CPD-DS, the applicant will be mailed an examination registration form for the selected testing agency. Please refer to the information booklets contained in your original mailing concerning examination fees, content, format, references, dates, locations, deadlines, etc. Additional copies can be obtained online from Prometric at [www.prometric.com/default.htm](http://www.prometric.com/default.htm) and from ICC at [www.iccsafe.org](http://www.iccsafe.org). The testing agency shall send the applicant a confirmation letter concerning the date, time, location, and type of examination for which he/she has been scheduled.

Please note that the agencies operate on a first-come, first-served basis and are limited as to the number of examinees it can accommodate at its various sites on any given day. Furthermore, the registration form and payment must reach the testing agency no later than the published application deadline to be considered for a particular test date. Therefore, it is to the applicant's advantage to turn in his/her examination registration form and proper payment to the testing agency as early as possible. Examination fees are neither refundable nor transferable.

F. EXAM SCORE REPORTING

The testing agency shall mail the applicant written confirmation of his/her score and pass/fail status. The score is not valid until such time as the City of Kansas City, Missouri, receives official confirmation from the testing agency. Applicants electing to take ICC examination shall be responsible for advising the city of their status after they have passed it so the City can seek confirmation from ICC, update their files, and make a determination. **Please also note that an individual may attain a passing exam score and still be denied certification for failure to meet the other minimum qualifications.**